

FACILITY USE REGULATIONS

Creating Community through People, Parks, and Programs

Applications for use of City facilities may be submitted in person or mailed to the **Harding Community Center**, 3096 Harding Street; **Stagecoach Community Center**, 3420 Camino de los Coches; **Calavera Hills Community Center**, 2997 Glasgow; **Carrillo Ranch**, 6200 Flying LC Lane; **Senior Center**, 799 Pine Avenue; or **Carlsbad Swim Complex**, 3401 Monroe Street. Applications will be processed in the order received.



Applications will be reviewed; use will be categorized and fees, if any, set by the Recreation Specialist. Please refer to the following pages for Application Procedures, Insurance Requirements, Facility, Park, Athletic Field Rules, Classifications and Fee Schedule.

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PROCEDURES AND POLICIES

Application Deadlines

Applications will be accepted for specific dates and times.

Time requested must include all set-up and clean-up time.

Community Centers, Senior Center & Parks: Applications should be submitted no later than fourteen (14) working days in advance of the date requested. Carrillo Ranch facilities must be submitted 30 days in advance. Swim Complex lanes for more than one day a month must be submitted up to 45 days in advance. A "Requested Lane Use" form must also be included. If an application for facility use has been submitted less than 14/30/45 working days in advance, applications may be reviewed and accommodated subject to facility availability.

Upon review of the application, Recreation staff will determine if a Certificate of Liability Insurance will be required for the activity.

Reservations are accepted for the current calendar year. Reservations for the upcoming year will be accepted from resident private parties and non-profit organizations/businesses starting November 1st of the year prior to their requested dates. Non-resident private parties and resident organizations/businesses may submit reservations as of December 1st of the prior year.

Site Availability (Days, Hours, Priority, Activity)

Community Centers: Stagecoach, Calavera & Harding regular hours of operation are Monday through Friday, 8:00 a.m. to 10:00 p.m., Saturdays, 8:00 a.m. - 5:00 p.m. and Sundays, 8:00 a.m. – 4:00 p.m. On Friday and Saturday nights, programs must end by 1:00 a.m., with a departure time no later than 2:00 a.m.

Safety Center conference room regular hours of operation for the Palowski & Fox meeting rooms are Monday through Friday 2:00 pm to 10:00 pm, Saturdays 8:00 am to 5:00 pm. In the event of a major emergency occurring within the city, the meeting rooms may be used by City officials. Groups scheduled to use the rooms will be preempted during that time. An appropriate refund of room reservation fees collected, or rescheduling of the canceled meeting will be arranged. Recreation Department personnel will process applications no more than thirty (30) days in advance. Police, Fire, and other City Departments will have first priority to use the conference rooms.

Carrillo Ranch hours of operation are:

SUMMER HOURS: Tuesday – Saturday, 9:00 a.m. – 6:00 p.m. Sundays, 11:00 a.m. – 6:00 p.m.

FALL/SPRING/WINTER: Tuesday – Saturday, 9:00 a.m. – 5:00 p.m. Sundays, 11:00 a.m. – 5:00 p.m.

Swim Complex regular hours of operation are Monday through Friday 6 a.m. to 7:00 p.m., Saturdays 8 a.m. to 4 p.m., and Sundays 12 noon to 4 p.m.

Senior Center rental hours are after 5:00 p.m. Monday through Friday and from 8:00 a.m. on Saturdays and Sundays. On Friday and Saturday evenings, programs must end by 12 a.m., with a departure time no later than 1:00 a.m. Monday through Thursday and on Sunday evenings, programs must end by 10:00 p.m.

Applications will be approved for specific rooms, park areas, athletic fields, and pool lanes depending on group size, type of activity and availability. No activity shall be scheduled for more than room capacity.

Event Restrictions / Permits

Planned activities may require a Special Event Permit and must be submitted to the Carlsbad Police Department. Events that have an expected attendance exceeding 1,000 and/or require modification to street, parking lot or sidewalk traffic flow are required to file a permit. Permit submittals are due no less than 90 days prior to the event. The City Special Events Committee reviews permit requests and may set specific conditions or restrictions for the event.

Application Denial / Applicant Recourse

The Department may refuse or cancel any application. Written notices of refusal or cancellation, with appropriate explanation, will be given by the Department. Applications for use may be denied for the following reasons:

- a. Unsatisfactory prior use
- b. Hazardous condition exists
- c. Application submitted less than 14/30/45 days in advance.
- d. Non-payment of fees before due date
- e. Higher priority activity taking place
- f. Groups that have not given proper cancellation notice

If an application is denied, the decision may be appealed in writing to the Recreation Area Manager. The next option, if the applicant is not satisfied, is to appeal it to the Recreation Services Manager, then to the Recreation Director, then to the Parks & Recreation Commission (Senior Center appeals will be directed to the Senior Commission). The final appeal can be made to the City Council.

The Department reserves the right to limit the number of daily, weekly, or monthly uses by any one group or organization so that the entire community may make use of the limited facilities available.

Applicant Notice of Cancellation

Community Centers, Senior Center, Parks & Swim Complex : In the event of a cancellation less than 30 days in advance (for pool rental cancellation, notice must be given 10 working days in advance), the applicant will forfeit all rental fees paid. Cancellations received at least 30 days prior to the rental date will be charged a cancellation fee. The cancellation fee will be taken from the cleaning/damage deposit and the balance of the cleaning deposit will be refunded.

Picnic reservations that are rained out may be rescheduled or refunded with no processing charge.

Carrillo Ranch: If event is cancelled at least 60 days prior to use, a fee will be charged. If cancellation is made less than 60 days prior to use, the City of Carlsbad will retain the entire deposit.

All Facilities & Parks: Any financial obligations incurred by the City to accommodate the applicant will be deducted from the required deposit upon notice of cancellation.

A “no show” fee will be assessed to category “B” users that schedule a meeting room (rooms identified at no charge) and give less than 24 hours notice of cancellation.

Reservation Requirements and Confirmation

Checks or money orders are to be made payable to the “CITY OF CARLSBAD”.

A signed copy of your application by the Recreation Specialist is your confirmation of the requested date. Any preparation for an event prior to approval is solely at the applicant’s risk.

The Recreation Staff may impose additional requirements on the applicant as a condition of approval. These additional requirements may include, but are not limited to, additional security, increased cleaning/damage deposit, City staff, lifeguards or insurance. Any financial obligations incurred by the City to accommodate the applicant will be deducted from the required deposit upon notice of cancellation. Cost incurred for additional requirements shall be the responsibility of the applicant.

Applicant Responsibilities (Supervision, Statute Compliance, Noise, Licensing, Access)

Community Centers, Senior Center, Parks & Carrillo Ranch: All groups must be under the direction of their own leadership. There must be at least one adult present and responsible for each twenty minors and an adult must be present at all times. At the **Swim Complex**, there must be at least one adult present and responsible for each twenty minors on deck. For every eight children (age eight or under) in the pool, there must be one adult in the pool. Exceptions may be made by the Aquatic Supervisor with prior approval.

No activity will be permitted which is in violation of local, state or federal statutes. Applicants must adhere to all City policies and fire codes during their use of the facility.

Groups are responsible for controlling noise that could be disturbing to other activities or the surrounding neighborhood. Cancellation of the event may occur if the noise level is not controlled.

Groups having live musical entertainment or serving alcoholic beverages must abide by the following additional security requirements:

- a. Groups selling alcohol must obtain "Daily On-Sale General License" from the Alcohol Beverage Control Board.
- b. Guard service will be arranged by the Department but paid by the applicant. Guards will act as security forces and not as I.D. checkers. Additional guards may be assigned by the Recreation Specialist, if deemed necessary.

The Recreation Department reserves the right to full access for all activities in order to ensure that all rules and regulations are being observed, and may terminate the activity for the safety and welfare of the citizens or City property.

Approval Criteria

Approval:

Approval for use will not be granted to persons under eighteen (18) years of age. When serving alcohol the applicant must be twenty one (21) years of age.

Appropriate Classification:

Organization membership rosters may be used to assist in determining the appropriate classification category for the use of meeting rooms, picnic areas, athletic fields, and Swim Complex. Once the determination has been made and approved by the Recreation Director, the determination is final and the membership rosters will be returned to the organization.

Rental Charge

All rentals will be charged for total hours used, including set-up and clean-up time

INSURANCE REQUIREMENTS

The City of Carlsbad is not liable for accidents, injuries, or loss of individual property in connection with any of its facilities. Depending upon the risk factor, the City may require liability insurance in an amount up to \$5,000,000. Liability insurance is subject to approval by the Risk Manager and must include, without limitations, the following parameters: name the City of Carlsbad, its officers, employees, and volunteers as an additional insured and insurance company must meet the most current rating and other criteria established by City Council Resolution No. 91-403.

Applicants can also obtain special event liability insurance through Diversified Risk Insurance Brokers. Athletic activities will require athletic participant coverage. If alcohol is served at an event, liquor liability coverage must be obtained.

SECURITY, CLEANING/DAMAGE DEPOSITS & PAYMENT

Community Centers, Senior Center, Swim Complex & Carrillo Ranch

REFUNDABLE CLEANING/DAMAGE DEPOSIT

A refundable cleaning/damage deposit must be made upon application approval

PAYMENT FOR EVENT

The remainder of the fee is due 30 days before scheduled use. Groups using facilities on a weekly, semi-monthly or monthly schedule must pay on or before the first meeting of the month. For the **Swim Complex**, full payment must be made for all fees 10 working days in advance.

NON-REFUNDABLE SECURITY DEPOSIT

A non-refundable security deposit is required per rental (facility or park). The security deposit will be applied to the total cost of the rental, and will not be refunded if the reservation is canceled. If the total rental amount is lower, then the difference will be refunded after the rental has occurred.

ADDITIONAL SITE SPECIFIC PROCEDURES AND POLICIES

All Facilities: Community Centers, Senior Center, Swim Complex & Carrillo Ranch

An employee of the Recreation Department shall be present during all hours of use. Rules and requests made by Recreation staff must be complied with at all times.

Applicants that have been approved by the Department may be issued a key for off-site locations. The Applicant is then responsible to secure the facility when leaving and return the key.

Clean-up/Refunds

- a. On the day of the event, the patron must initially inspect the premises with a staff person and fill out a Condition of Facility Report. This report is a checklist that identifies any facility conditions which need to be addressed before the facility is used. It also helps insure the facility is returned to the same condition it was in before the use occurred.
- b. Groups are responsible for the following clean up at the end of their event:
 - Cleaning of all equipment used
 - Cleaning of any counter areas used
 - Cleaning and wiping of all tabletops used
 - Cleaning of any floor or carpet areas soiled or dampened
 - Cleaning of the kitchen and all amenities used (i.e. refrigerator, stove, oven, sink, etc.)
 - Putting all trash in proper receptacles as designated by staff.
 - Removal of all equipment supplies, personal articles, displays, etc., immediately following clean up.
- c. At the end of the rental and clean-up period, the patron will inspect the premises with a staff person and complete the Condition of Facility Report.

If a group fails to sufficiently clean up after its activity, the total deposit may be forfeited. If the facility is left in a satisfactory condition, a refund will be issued approximately three to four weeks after the date of the facility use.

Recreation Department equipment is available for use in the City's facilities, but may not be removed to any other location without proper written authorization by the Recreation Specialist.

No duct, masking, or electrical tape, nails, staples, etc. are permitted on the walls of any facility.

Alcoholic beverages shall not be purchased or brought into the building by anyone other than the person responsible for the activity or a licensed caterer. Alcoholic beverages are not to be consumed outside the building. If minors appear to be in possession of alcoholic beverages, or if participants appear to be in possession of illegal drugs, the activity will be terminated immediately. In addition, any suspected unlawful activity will be reported to the Police Department.

SMOKING IS NOT PERMITTED IN ANY CITY FACILITY.

Site Specific Procedures and Policies

Gymnasiums: Stagecoach and Calavera Hills Community Centers

- a. Gymnasium usage will not be granted when other City facilities are deemed more suitable for requested usage.
- b. No food, beverages, or hard sole shoes allowed.
- c. Floor cover to be in place for all events other than sports.

Scout House

Scout groups in Carlsbad have first priority for use of the Scout House, at no charge. The Scout troops must submit a "Facility Use Application" with the Department. This form will be good from September through June. If summer use is needed, a separate application must be submitted.

Senior Center

- a. Limited seating re-configuration for dining room rentals will be considered. Set up for "head tables" and buffet lines are acceptable.
- b. The use of confetti, birdseed, rice, etc. (for throwing) is prohibited. Also, the use of hay and straw will not be allowed.
- c. Display decorations are not to be removed from dining room. Removal of any decorations without prior approval by staff will result in forfeiture of part or all of damage deposit.

Carrillo Ranch

- a. Please remember that the Carrillo Ranch is a historic site and must be respected for its preservation.
- b. If event is canceled at least 60 days prior to use, a fee will be charged. If cancellation is made less than 60 days prior to use, the City of Carlsbad will retain the entire deposit.
- c. Rental equipment will be applicant's responsibility. Equipment must be dropped off and picked up within the hours specified on the approved Facility Use Application.
- d. Decorative lights may be gently placed on top of shrubs but not placed in trees or on any portions of the historic Adobe. Table decorations and freestanding decorations will be allowed. Candles must be contained within glass votives.
- e. Spike-heeled shoes are not recommended at the Ranch due to uneven surfaces of the historic site.
- f. Rice, birdseed, confetti or anything of this nature is not allowed.
- g. Children must be under adult supervision at all times.

Parks

Designated group picnic areas can be reserved by individuals, organizations or businesses. Areas not reserved will be available for public use on a first-come, first-served basis. Hourly fees charged will be based on group size, classification category and amount of time requested.

Liability insurance or security guards may be necessary depending on: a) risk factor level, b) serving of alcohol, and c) nature of use, such as music, dancing, inflatable party jump.

No vehicles are permitted on turf areas.

Car Shows: It is the policy of the Parks and Recreation Commission that Car Shows are not allowed on any park turf area, however, shows will be allowed in authorized parking spaces at the park as designated by Parks and Recreation staff. Any appeals will be reviewed on a case-by-case basis.

Athletic Fields

The City of Carlsbad is an “A” classification and therefore has first priority in reserving use of ball fields.

Community sports organizations that qualify as a “B” classification are invited to the field allocation meetings prior to their regular season. Field allocation meetings are held typically around October/November and May/June each year.

A minimum of 150 participants is required to constitute a league. Recreation staff will determine field allocations if league representatives are unable to reach an agreement.

Thirty (30) days prior to ball field allocation meetings, community sports organizations are required to submit their projected field needs for their upcoming season. Projected field needs should include pre-season, opening day, practices, regular season games, and proposed tournaments.

New sports organizations need to submit field use requests ninety (90) days prior to the field allocation meeting. Projected field needs should include pre-season, opening day, practices, regular season games, and proposed tournaments.

Baseball/softball organizations have priority in the spring season, January 15 – July 15, and Soccer/Pop Warner football in the fall, July 16 – January 14.

All resident sports organizations are required to submit their membership rosters prior to each season in order to prove residency status. Recreation staff uses the previous year’s final resident membership figures submitted by each organization to assist in determining the current year’s allocation of fields. Recreation Staff will return rosters once classification is determined. Once the classification determination has been made by staff and approved by the Recreation Director, the decision is final.

If a current “B” classification organization does not meet the 70% residency requirement, the group will be given a lower category status and charged fees for ball field use.

A list of proposed activities for special events such as opening day, must be submitted to the appropriate park supervisor ninety (90) days prior to the event. It may be determined that a City Special Event permit is required.

Requests to use a snack bar facility need to be submitted at the field allocation meetings. If the operation of the snack bar is subcontracted by the league to an outside business or individual, then written permission from the league, a City of Carlsbad business license and appropriate liability insurance is required.

Approved proof of liability insurance naming the City and/or any school district as additional insured is required prior to usage of athletic fields. Original certificates of insurance are necessary.

A \$5 fee will be assessed each non-resident player on teams and/or organizations in classifications “B” and “C” that reserve ball fields in excess of 30 calendar days per season.

Athletic Camps / Clinics

A “Facility Use Application” is required for any proposed camp or clinic.

Applications for field use in the summer months will be accepted from December 1st through December 31st. The summer months include June 15th through August 31st. During summer months, fields may be reserved from 8 am to 3:30 pm, Monday through Friday. Final allocations are contingent on appropriate insurance being approved by Risk Manager and fees being paid.

Fall, Winter, and Spring camps or clinics, applications will be accepted six (6) months in advance.

Recreation staff will review requests and determine field allocations. If scheduling conflicts occur, staff will contact organizations involved to work out a solution.

Field allocations are not official until “Facility Use Applications” have been approved by the Risk Manager and Recreation Staff.

Non-Profit User Criteria

IN ORDER TO QUALIFY AS CLASSIFICATION “B” NON-PROFIT USER, THE ORGANIZATION MUST MEET ALL OF THE FOLLOWING CRITERIA:

1. The organization must be registered as a not-for-profit corporation with the State of California; or, if not registered with the State, must be a Carlsbad Chapter and have a constitution or by-laws that clearly state that the objectives of the organization are of a non-profit, non-commercial nature.
2. The organization must be comprised of volunteers, and 70% of which its membership and participants must be Carlsbad residents. Exception: Classification assignment for sports organizations utilizing athletic fields will be based on player rosters, including player addresses, must have 70% of the players residing in Carlsbad to qualify for “B” classification. Verification of residency may be required.

Non-profit sports organizations requesting athletic field use are required to submit player rosters, verified for authenticity by the league’s board of officers, which will be used to determine classification status. Player addresses with a post office box number will not be accepted. Recreation staff will return rosters once classification is determined. Once the classification determination has been made by staff and approved by the Recreation Director, the decision is final.

3. The organization must submit the following:
 - a. If incorporated, submit State incorporation papers and by-laws; if not incorporated, submit constitution and by-laws.
 - b. Financial verification of organization’s exemption from income tax. (Department of the Treasury form 990 or 501(c)(3) determination letter may be used.)
 - c. A signed statement verifying item “2” above.

FACILITY RENTAL SPORTSMANSHIP PROGRAM CRITERIA

T.R.U.S.T Program

In order to promote the importance of good sportsmanship and ensure that Carlsbad Recreation Programs and Facilities are, and will remain safe places to gather, all sports organizations that request to use City recreation facilities are required to provide their membership with appropriate sportsmanship training.

Prior to approval of facility rental applications and/or priority registration, Recreation Department staff will review the sportsmanship training programs used by the individual organizations.

All organizations not promoting a sportsmanship program as part of their organizational activities must sign a Code of Conduct prior to obtaining authorization to utilize Carlsbad Recreation Facilities.

If organizations wanting to rent Carlsbad Recreation Facilities do not have active sportsmanship programs, department staff can be made available to give presentations on Carlsbad’s T.R.U.S.T. program. The acronym T.R.U.S.T. stands for Teaching Respect, Unity, and Sportsmanship through Teamwork and it promotes the philosophy of good sportsmanship which is actively engaged by the City of Carlsbad in its’ recreation programs.

FACILITY ROOM CAPACITY

By Location

No activity shall be scheduled for more than room capacity.

Calavera Hills Community Center

Activity Room	85
Meeting Room (s)	35
Gym	200

Stagecoach Community Center

Activity Room	85
Meeting Room (s)	30
Gym	200

Harding Community Center

Auditorium	180 for dining, 250 theater style
Recreation Hall	85 for dining, 118 theater style

Magee Park

Heritage Hall	50 for dining, 75 theater style
Granary	25

Senior Center

Auditorium	140 for assembly
Dining Room	160 for dining
Art Room	30 for meeting, 40 for assembly
Dance Studio	40 for meeting, 50 for assembly

FEES

Rental Fee Summary

TYPE	Fees	Page Reference
Facility hourly fees <i>(all rentals will be charged for total hours used including set-up and clean-up)</i>	Varies	11 & 12
Staff fee <i>(after regular hours of operation & when staff is brought in to support rental)</i>	\$15 - \$20	11 & 12
Light fee	\$5 - \$30	12
Snack bar fee	\$5 - \$12	12
Insurance fee <i>(Certificate of Liability Insurance)</i>	Varies	4
Security Guard fee	Varies	4
Refundable Cleaning / Damage Deposit	\$200 - \$500	5
Non-refundable Security Deposit	\$50	5
No show fee	\$25	11
Cancellation fee	\$25/\$50	3

CLASSIFICATION OF APPLICANTS

Types

Each application will be reviewed by the Recreation Staff and classified into a group depending on the type of organization and the intended use. The Recreation Department activities have first priority for the use of the facilities. The classifications are listed in order of priority with classification "A" first, classification "B" second, etc.

The City attempts to accommodate all groups; however, there is a limited number of facilities. Unfortunately, the demand exceeds the supply. For that reason, a priority classification system for use had to be established.

- A** Carlsbad Parks and Recreation activities; Co-sponsored activities; other City departments
Examples: Friends of the Library, Carlsbad Book Fair, Recreation and Lap Swim, Swim Lessons, Masters Swim Program
- B** Carlsbad resident not-for-profit, civic, social organizations (non-paid management - no voting board member can be paid); any organization sponsoring a public forum or candidates night; public education
Examples: Carlsbad Rotary, La Costa Youth Organization, Carlsbad Softball Association, Carlsbad Youth Baseball, Boy Scouts, Carlsbad Homeowner's Associations, Carlsbad Unified School District
- C** Carlsbad resident not-for-profit, civic, social organizations (paid management); private educational institutions
Examples: Boy's and Girl's Club, Property Management Associations
- D** Non-resident not-for-profit, educational, civic and social organizations; resident private parties; and locally organized groups whose normal place of meeting is located in the City of Carlsbad.
Examples: North County AA, YMCA, resident religious and political groups, Mira Costa
- E** Carlsbad resident commercial, business, profit making organization, non-resident private party activities
Examples: Carlsbad Inn, non-resident parties, weddings or receptions
- F** Non-resident commercial, business, political, profit making and religious organizations
Examples: Trade shows, company training, meetings, seminars, scuba shops, commercials or photo shoots

FACILITY HOURLY RATES

	CATEGORIES					
FACILITIES: Hourly Rental	A	B	C	D	E	F
Harding Community Center						
Auditorium	N/C	\$15	\$25	\$50	\$65	\$85
Recreation Hall	N/C	\$15	\$25	\$50	\$65	\$85
Community Room	N/C	N/C	\$15	\$20	\$30	\$45
Stagecoach/Calavera Community Centers						
Gymnasium	N/C	\$30	\$40	\$50	\$80	\$105
½ Gym Rental	N/C	\$15	\$20	\$25	\$40	\$50
Activity Room	N/C	\$15	\$20	\$35	\$50	\$65
Multi-Purpose Room	N/C	N/C	\$15	\$20	\$30	\$45
Kitchen	N/C	N/C	\$10	\$15	\$25	\$35
Safety Center						
Fox Meeting Room	N/C	\$15	\$20	\$25	\$40	\$50
Palowski Meeting Room	N/C	\$15	\$20	\$25	\$40	\$50
Magee Park						
Heritage Hall	N/C	\$15	\$20	\$45	\$65	\$75
Granary	N/C	N/C	\$13	\$15	\$25	\$30
Senior Center						
Auditorium	N/C	\$30	\$40	\$55	\$70	\$95
Dining Room	N/C	\$30	\$40	\$55	\$70	\$85
Kitchen Warming	N/C	\$5	\$10	\$15	\$20	\$25
Kitchen Full Service	N/C	\$15	\$20	\$30	\$35	\$40
Art Room	N/C	\$15	\$20	\$25	\$30	\$35
Dance Studio	N/C	\$20	\$25	\$30	\$35	\$40
Activity Room	N/C	\$30	\$40	\$55	\$70	\$95
Aviara Park						
Meeting Room	N/C	N/C	\$10	\$15	\$20	\$25

FACILITIES: Daily Rental	A	B	C	D	E	F
Carrillo Ranch						
Cabana & Pool Area	N/C	\$575	\$690	\$810	\$985	\$1,155
Patio Area	N/C	\$230	\$345	\$460	\$575	\$690
Barbeque	N/C	\$50	\$60	\$75	\$95	\$120

1. At Carrillo Ranch, rentals of five hours or less will be charged half of the daily rental fee. There will be a \$75 charge for each additional hour. Set up and clean-up time is included as rental time.
2. Fees are based on an hourly rate, with a two-hour minimum.
3. Building rentals include use of tables, chairs, P.A. and kitchen facilities when appropriate.
4. An extra staffing fee of \$15 per hour per 100 people is required for all recreation usages other than regular operation hours, all recreation usages after regular hours of operation, and when staff is brought in to support rental.
5. A \$25 "no show" fee will be assessed to category "B" users that schedule a meeting room (rooms identified as no charge) and give less than 24 hours notice of cancellation.
6. At the swim complex, if clean-up or more than two lifeguards are required, a staffing fee of \$20 per hour per staff is charged.
7. A \$50 non-refundable security deposit is required per rental (facility or park).
8. Cancellations received at least 30 days out will be charged a \$50 cancellation fee. Less than 30 days applicant will forfeit all rental fees paid.
9. Carrillo Ranch: If event is cancelled at least 60 days prior to use, a \$50 fee will be charged. If cancellation is made less than 60 days prior to use, the City of Carlsbad will retain the entire deposit.
10. A \$200 refundable cleaning/damage deposit must be made upon application approval with the exception of the Carrillo Ranch facility, a \$500 refundable deposit is required

OUTDOOR HOURLY RATES

Picnic Rental Prices according to following group sizes: up to 100/ over 100

PARKS / PICNICS	A	B	C	D	E	F
Covered Picnic Area (Holiday Park, & Gazebo, Stagecoach, Calavera Hills, Aviara, Pine Ave. Park & amphitheater)	N/C	\$8/12	\$14/19	\$18/30	\$24/38	\$38/56
Uncovered Picnic Area (Poinsettia, Hidden Canyon, La Costa Upper Area, Laguna Rivera, Magee)	N/C	\$6/8	\$10/11	\$12/15	\$17/24	\$27/36
Open Space (Holiday Park, Stagecoach, Calavera Hills, Aviara, Pine Ave., Poinsettia, Hidden Canyon, Cannon, Laguna Rivera, Magee)	N/C	\$6/8	\$10/11	\$12/15	\$17/24	\$27/36
BALL FIELDS / SOCCER FIELDS	A	B	C	D	E	F
Day Use	N/C	N/C	N/C	\$15	\$20	\$25
Lights (Night) Use	N/C	\$8	\$15	\$20	\$25	\$30
Synthetic Turf Field Use Fee (\$1000 deposit required)						
Day Use	N/C	N/C	\$15	\$20	\$25	\$30
Lights (Night) Use	N/C	\$8	\$25	\$30	\$35	\$40
Snack Bars	N/C	N/C	\$5	\$8	\$10	\$12
SWIM COMPLEX	A	B	C	D	E	F
Per Lane / Hour	N/C	\$7	\$7	\$7	\$11	\$11
CLINICS / CAMPS	A	B	C	D	E	F
Field	N/C	\$5	\$10	\$15	\$20	\$25
Lights	N/C	\$10	\$15	\$20	\$25	\$30
Snack Bar	N/C	N/C	\$5	\$8	\$10	\$12
TOURNAMENTS (\$500 deposit required)	A	B	C	D	E	F
Field	N/C	N/C	\$10	\$15	\$20	\$25
Lights (Night) Use	N/C	\$10	\$15	\$20	\$25	\$30
Snack Bar	N/C	N/C	\$5	\$8	\$10	\$12
TENNIS COURT (Daily fee per court)	A	B	C	D	E	F
Carlsbad High School	N/C	N/C	\$20	\$30	\$40	\$ 6 0
Poinsettia/Stagecoach/Calavera*	N/C	N/C	\$15	\$20	\$20	\$35
Laguna Riviera*	N/C	N/C	\$10	\$15	\$20	\$30

*No Tournament Play

1. There is a two-hour minimum for use of all facilities and a three hour minimum for Park & Picnic Rentals.
2. Day Use for the softball fields and tennis courts is from 8:00 a.m. until dark. An additional amount is charged for lights.
3. A minimum of two-hour staffing fee charge will be assessed for field preparation, and subject to staff availability
4. \$5 fee will be assessed each non-resident player on teams and/or organizations in classifications "B" and "C" that reserve ball fields in excess of 30 calendar days per season.
5. There will be a \$10 fee for residents and a \$20 fee for non-residents when a rental includes an inflatable partyjump.